

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

GARAGE OPERATIONS ASSISTANT

DEFINITION

Serves as a lead worker and functions as the principal assistant to the Highway Maintenance Supervisor by organizing, coordinating, and overseeing operations and maintenance work in a specific area of the state that involves assigned lane miles, roadways, and highway maintenance employees; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Coordinates work with other states, cities, counties, and other maintenance shops regarding snow removal, road closures, and bridgework.

Inspects highways and bridges within assigned work areas to assure quality and determine maintenance needs of surfaces, shoulders, structures, drainage facilities, signs, traffic markings, and right-of-way areas; prepares plans for maintenance activities within budgetary limitations by establishing priorities, goals, and objectives for each maintenance activity and by ensuring staff time, materials, and necessary equipment are available; assigns employees to maintenance and/or repair activities and reports major deficiencies to a superior or assigns employees to take care of the problem.

Ensures the proper maintenance and operation of assigned equipment by reviewing equipment maintenance records and observing employees in the operation of equipment in order to determine and correct any deficiencies; requisitions and arranges for the storage and use of snow fence, aggregates, bituminous materials, and other materials required for the maintenance and repair of highways and roads within the assigned geographic area; approves all requisitions for supplies and maintains inventory records.

Determines the need for emergency highway maintenance activities by evaluating and determining road conditions during inclement weather conditions through the use of computer applications, such as the Roadway Weather Information System (RWIS), weather reports, personal observations, or reports from law enforcement officials and the general public; directs and coordinates employees in the removal of snow, ice, or hazardous materials from the highway surface through the use of plows, spreaders, maintainers, tractors, etc.; also involves coordination of work with other states, cities, counties, and other state maintenance shops and assist them if they need extra personnel in emergency situations.

Uses computers to keep track of budget on a monthly basis, to prepare time sheets, expense sheets, crew reports, narrative and statistical reports relating to maintenance and repair activities by recording amount of time required for each activity, number and type of employees utilized for the repair, the amount and type of materials used, and the location and type of roadway repaired; interpret and apply dashboard information. Answers inquiries, responds to concerns, and provides information to the general public on maintenance responsibilities and duties as they relate to the use and upkeep of state property within and along the highway right of way in the assigned area.

Prepares unit budget recommendation based on historical data, proposed work unit plans and objectives, anticipated maintenance programs, and other considerations as directed.

Investigates personal injury accidents and enters pertinent information in data base for accidents that occur within the highway right of way to determine or establish possible state liability for future tort claim litigation by interviewing eyewitnesses and/or law enforcement officials, inspecting accident scene, documenting damage by taking photographs of the accident scene, and writing a report detailing the findings of the investigation.

Operates various highway maintenance equipment such as, but not limited to, tractors, dozers, loaders, trucks, graders and snow plows performing highway maintenance duties; oversees material usage in the field and ensures crew is addressing the assigned operations properly; maintains records of the quantities of supplies used.

COMPETENCIES REQUIRED

Knowledge of the standard methods, materials, tools, and equipment used in highway maintenance work.

Knowledge of specialized highway maintenance equipment, its operation and use.

Knowledge of highway maintenance procedures, techniques, terminology and specifications.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of applicable department policies, procedures, and regulations pertaining to highway and equipment maintenance, record keeping, budgeting, and reporting requirements.

Knowledge of elementary engineering principles and practices involved in highway maintenance operations.

Knowledge of the characteristics and special needs of highways within assigned areas, such as terrain, composition of roadway surfaces, bridge conditions, etc.

Knowledge of the effects weather conditions have on road surfaces (i.e., expansion, contraction, deterioration, erosion, etc.) and the extent these conditions affect the movement of traffic.

Knowledge of rules and regulations pertaining to proper placement of signs and placards within and along the highway right of way.

Knowledge of winter maintenance operations, such as anti-icing and deicing principles.

Ability to occasionally (1-33% of the time) lift/lower, carry and push/pull various amounts of force within the "heavy work" as defined by the US Department of Labor; team lift or mechanical assist recommended for weights over 75 pounds. Related work examples: 60 pound jack hammer, 60 pound high speed and front plow ice blades, 50 pound calcium chloride and pavement patch, and 160 pound 9' ice blade, etc.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to train and direct crew members and effectively function in a work team environment.

Ability to assess road conditions, hazards, and surface deterioration to determine the need for repair or corrective action.

Ability to plan, prepare, and monitor budget expenditures to ensure a complete and efficient highway maintenance program.

Ability to plan and monitor maintenance activities to ensure repairs are timely, necessary, and completed in accordance with departmental policies and procedures and ensuring the use of appropriate equipment, materials, work force, and safety requirements.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to walk over uneven ground.

Ability to drive vehicles in a safe and conscientious manner.

Ability to drive equipment with a manual transmission and clutch.

Ability to accurately perform mathematic calculations.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Ability to deal tactfully and courteously with the public and contractors.

Ability to plan, oversee, and coordinate the work of others under normal and emergency situations.

Ability to express ideas effectively, orally and in writing, in order to report to management personnel the status of programs and attainment of stated goals and objectives through narrative and statistical reports.

Ability to read plans/specifications may be required for some positions.

Ability to appropriately use anti-icing or deicing materials.

Skill in the operation of hand tools, power tools, and light and heavy highway maintenance equipment.

Skill in operating computers and related software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage.

Skill in use of Roadway Weather Information System (RWIS), weather reports and other related computer software applications.

Skill in calibrating and maintaining electronic and hydraulic controls to ensure proper amount of materials are being applied to the roadway.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school, or G.E.D. and four years of full-time work in highway maintenance and equipment operation;

OR

an equivalent combination of education and experience substituting one year (30 semester hours) of accredited post high school education in construction technology/management or engineering for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the State Executive Branch that includes 24 months of full-time work as an Highway Technician Associate and/or an Equipment Operator Senior.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Commercial Driver's License Instruction Permit upon hire. Within 14 calendar days following appointment, a valid Class A Commercial Driver's License must be obtained and maintained with air brake and tanker endorsements in order to continue employment. Other endorsements may also be required.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), this job requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment, all persons are required to have a post offer pre-employment physical verifying the physical ability to perform the duties described.

Within a period of time as determined by the appointing authority, designated positions are required to have and maintain a current Herbicide Applicator certification from the Department of Agriculture and Land Stewardship.

NOTES

Employees must be able to travel and may be required to stay away from home overnight during assignments.

Within a timeframe as determined by the appointing authority, employees are required to reside within 30 minutes driving time, during normal conditions, from assigned work location.

Employees must respond to emergency situations as required.

Employees must be able to work up to 16 consecutive hours.

Effective Date: 10/13 BR